

### **2021 Casual Payroll cut-off dates**

The University of Sussex Payroll Department operates fixed cut off dates for the casual payroll. Cut off for all casual forms will be the last day of the previous month. This date is fixed and submissions to Payroll should be made before the cut-off date for changes to be made in the same month.

Requests and forms received after this date will be rolled forward and processed in the subsequent month.

The cut-off date for submission of contract changes and other post related actions differs from the dates noted below. [Please see the payroll cut off dates here](#)

The cut off dates for submission of casual claim forms are listed below

#### **2021 CASUAL SUBMISSION CUT OFF DATES**

<b>MONTH</b>	<b>CUT OFF DATE</b>	<b>PAYDAY</b>
January	31 <sup>st</sup> December	Friday 29 <sup>th</sup>
February	31 <sup>st</sup> January	Friday 26 <sup>th</sup>
March	28 <sup>th</sup> February	Wednesday 31 <sup>st</sup>
April	31 <sup>st</sup> March	Friday 30 <sup>th</sup>
May	30 <sup>th</sup> April	Friday 28 <sup>th</sup>
June	31 <sup>st</sup> May	Wednesday 30 <sup>th</sup>
July	30 <sup>th</sup> June	Friday 30 <sup>th</sup>
August	31 <sup>st</sup> July	Tuesday 31 <sup>st</sup>
September	31 <sup>st</sup> August	Thursday 30 <sup>th</sup>
October	30 <sup>th</sup> September	Friday 29 <sup>th</sup>
November	31 <sup>st</sup> October	Tuesday 30 <sup>th</sup>
December	30 <sup>th</sup> November	Thursday 23 <sup>rd</sup> TBC